

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To be submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO.

109

PAGE  
NO. 1.

1. Requesting Agency

STATE ROADS COMMISSION

2. Division or Bureau of Requesting Agency

SECRETARY'S OFFICE

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ B Establish retention schedule for records for which there is of continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☒ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

✓1

AUTHORIZATION

This file consists of the original copies of:

Form 30 - Authority to contract for Expenditure of Funds

Form 31 - Authorization for Expenditure of State Roads Funds

Unnumbered - Authorization for Expenditure of State Roads Funds  
for Right of Way.

This is the only copy signed by the Chairman. The fact of approval of the authorization is noted in the minutes of the Commission. Authorizations of this office have been microfilmed to 1950. They are bound by year and occupy 10 cubic feet for the years 1930 to date.

RECOMMENDATION: MICROFILM; RETAIN ORIGINALS FOR TEN YEARS AND THEN DESTROY; TRANSFER MICROFILM COPIES TO ACCOUNTING DEPARTMENT FOR PERMANENT RETENTION.

Approved Hall of  
Records Commission

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.December 10, 1954  
Date

Archivist

Date

Secretary